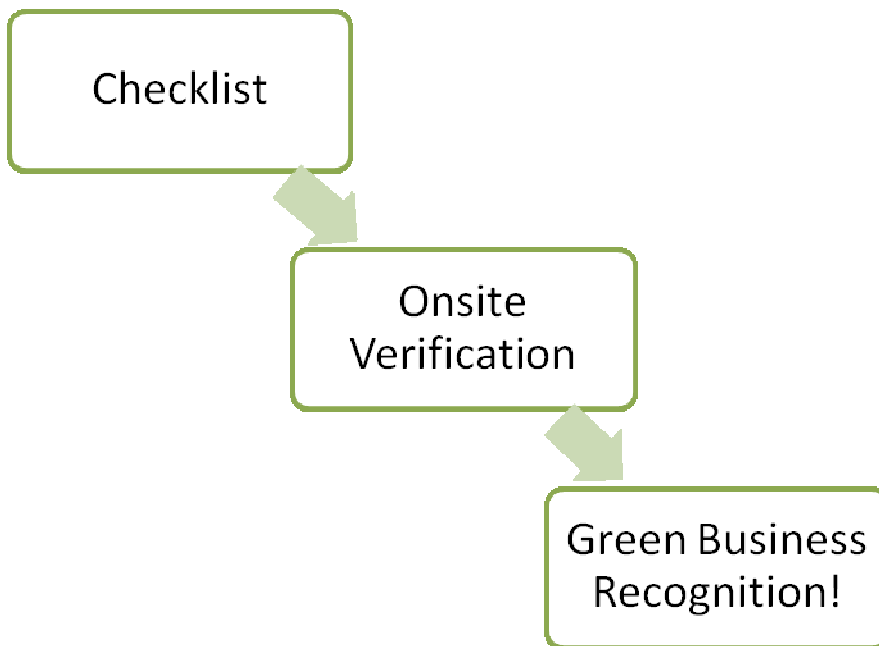


# Hawaii Green Business Program



# Checklist

In order to be recognized as a Hawaii Green Business, applicants must **follow the instructions listed under each section or check N/A and skip that section if it does not apply**. When completed, please submit this Checklist to [travis.hiramoto@doh.hawaii.gov](mailto:travis.hiramoto@doh.hawaii.gov). If your business complies with HGBP Checklist requirements, applicants may continue the process toward recognition by allowing a Site Check. **Note: For islands other than Oahu, please refer to your island's corresponding utility/entity websites. A list of neighbor island utilities/entities has been provided at the end of this checklist.**

See [opala.org](http://opala.org) for  
business recycling

## Recycling and Waste Reduction

### A. SOLID WASTE GENERATION

Section N/A ☐

YES

Implement at least four (4) measures within this section.

1. Keep a recycling bin in the office and a stack of previously used paper near printers for reuse .... ☐
2. Reduce unwanted mail by the following:
  - Write to **or** call senders requesting removal from mailing list ..... ☐
  - Return labels from duplicate mailings & subscriptions ..... ☐
  - Visit [stopjunkmail.org](http://stopjunkmail.org) for guidance ..... ☐
  - Purge your own mailing lists to eliminate duplication ..... ☐
3. Use electronic files rather than paper ones ..... ☐
4. Practice efficient copying by using the size reduction feature (e.g. print two pages of text on one page) ..... ☐
5. Minimize misprints with printer training **or** a diagram showing how to load special paper ..... ☐
6. Minimize printing by eliminating unnecessary forms and reports **or** sending them electronically .... ☐
7. Eliminate, double-side, make electronic, **or** redesign forms ..... ☐
8. Reuse envelopes as both send and return envelopes ..... ☐
9. Design marketing materials to require no envelope – simply fold and mail ..... ☐
10. Eliminate fax cover sheets by using "sticky" notes, use software that allows you to fax electronically, **or** utilize an internet "efax" service ..... ☐
11. Lease, rather than purchase, computers and printers ..... ☐

12. Recycle old computers and other electronics ..... ☐
13. In the break room, use permanent ware (mugs, dishes, utensils, towels/rags, etc.)  
**or** refillable containers (for ketchup, salt, etc.) ..... ☐
14. Select products with the least packaging **and/or** which have easily recyclable packaging ..... ☐
15. Choose vendors who take back products after their shelf life is over (i.e. fluorescent light bulbs) **or**  
work with vendors to minimize product packaging ..... ☐
16. Replace several similar products with one or two that do the same job ..... ☐
17. Offer a small incentive to customers who bring their own shopping bags, coffee mugs, etc ..... ☐
18. Use optical scanners for precise ordering; track material usage to optimize ordering and use of  
time-sensitive materials ..... ☐
19. Other: ..... ☐

## B. GENERAL RECYCLING

Section N/A ☐

YES

Implement at least one (1) measure from this section.

1. Recycle Green Waste: compost **or** recycle landscape waste ..... ☐
2. For Shipping items, use shredded paper for packaging instead of styrofoam. If you receive  
Styrofoam, reuse in your own packaging. The Plastic Loose Fill Council at (800)828-2214  
will direct you to businesses accepting polystyrene peanuts for reuse ..... ☐
3. Donate **or** exchange unwanted furniture, supplies, electronics, scrap materials, etc..  
To check places that accept reusable items go to the **City and County of Honolulu** – [opala.org](http://opala.org)  
**or** the **Department of Health** – [hawaii.org/health](http://hawaii.org/health) ..... ☐
4. Recycle or reuse wood pallets or carpeting. For info on permitted C&D facilities see:  
[Hawaii.gov/health/environmental/waste/sw/index.html](http://Hawaii.gov/health/environmental/waste/sw/index.html) ..... ☐
5. Institute a policy to maintain recycling practices and increase awareness ..... ☐
6. Other: ..... ☐

## C. RECYCLED PURCHASING

Section N/A ☐

YES

Implement at least two (2) measures from this section.

1. Purchase boxes and/or bags made from recycled paper or plastic soda bottles..... ☐
2. Use recycled garbage pails **or** garbage bags (recycled HDPE liner bags instead of LDPE or LLDPE) ☐
3. Stock/sell products made with recycled content ..... ☐
4. Select service providers that promote waste reduction and green business practices ..... ☐
5. Purchase recycled pens, pencils, **or** desk accessories ..... ☐
6. Purchase recycled mulch, soil amendments, dumpster lids, utility bins, benches, **or** playground equipment..... ☐
7. Other: ..... ☐

### Comments

If you have any notable green practices not mentioned or you checked "Other" in any of the above Sections, please explain here:

E.g. -- Solid Waste Generation: Our new employee forms and manuals are electronic only.

See BOMA-Hawaii's Energy  
Efficiency Program (BEEP)  
Guidebook

## Energy Conservation

### D. EQUIPMENT

YES

Section N/A ☐

Implement at least two (2) measures within this section.

1. Use or create a procurement policy for equipment with energy saving features (Energy Star) ..... ☐
2. Use hardware that saves energy by automatically turning off idle monitors.

See: [energystar.gov/powermanagement](http://energystar.gov/powermanagement) ..... ☐

3. Use or create a procurement policy to buy EPEAT certified computers ([EPEAT.net](http://EPEAT.net))..... ☐
4. Use or create a procurement policy for flat-screen LED monitors ..... ☐
5. Replace inefficient refrigerators (usually older than ten years) with a new efficient model ..... ☐
6. Use an energy efficient dishwasher (look for an Energy Star seal) ..... ☐
7. Install dimmable ballasts to dim lights to take advantage of daylight. Use daylight dimmers that turn off automatically when there is sufficient light..... ☐
8. Use ceiling fans to promote air circulation and reduce the need for air conditioning ..... ☐
9. Turn off **or** turn down water heater thermostats while away for 1 week or greater ..... ☐
10. Other: ..... ☐

## E. Facility

Section N/A ☐

YES

Implement at least three (3) measures from this section.

1. Maintain sealing around windows and doors to close air gaps in all conditioned spaces ..... ☐
2. Use **or** invest in renewable energy for at least 50% of your energy needs (ask your local Utility or Center for Resource Solutions at 415-561-2100 or <http://www.resource-solutions.org>).... ☐
3. Insulate all hot water pipes, hot water heaters and storage tanks..... ☐
4. Institute a policy to monitor facility energy usage ..... ☐
5. Install an Energy Management System (EMS) for central air conditioning systems..... ☐
6. Replace inefficient **or** broken windows with energy-efficient low-emissivity (low-e) windows, with a maximum solar heat gain coefficient of 0.40..... ☐
7. Use the most efficient means to heat water ..... ☐
8. Use a solar water heater **or** preheater ..... ☐
9. Use occupancy sensors to adjust set points for air conditioning and heating equipment..... ☐
10. Install optical reflectors **or** diffusers to increase lighting efficiency and reduce the number of fixtures ..... ☐
11. **Install lighting controls, such as:**
  - Occupancy sensors in spaces of variable occupancy ..... ☐
  - Bypass/delay timers..... ☐
  - Photocells for exterior lighting and/or areas with significant natural daylight ..... ☐
  - Time clocks for large banks of lights on circuit breaker that generally operate during off hours . ☐
12. Use economizers on A/C to reduce the operation of the compressor..... ☐
13. Replace single **or** package A/C unit with one meeting the Energy Star requirement. Seasonal Energy Efficient Rating (SEER) > 13 for most common size of equipment ..... ☐
14. Provide utility-paying tenants with sub-meters that display energy usage ..... ☐
15. Disconnect unused ballasts in de-lamped fixtures. Replace and recycle burned out lamps..... ☐

16. Apply window film to reduce solar heat gain. Shade sun-exposed windows and walls to mitigate the effect of direct sunlight..... ☐
17. Use all variable frequency drives (VFDs) on fan and pump motors ..... ☐
18. Use Variable Air Volume (VAV) systems for central air conditioning ..... ☐
19. Provide shading for HVAC condenser ..... ☐
20. When repainting exterior and roofs, choose light colors and coatings to increase reflectivity of sunlight ..... ☐
21. Plant native shrubs **or** trees near windows for shade ..... ☐
22. Utilize heat recovery from HVAC systems in buildings that use hot water ..... ☐
23. Use motion sensors on ice, snack and vending machines and locate in shaded areas ..... ☐
24. Other: ..... ☐

## F. Employee Practices

Section N/A ☐

YES

Implement at least four (4) measures from this section.

1. Set thermostat at 76°F for cooling; use timing devices to turn down after hours ..... ☐
2. Set refrigerator temperature between 38°F and 41°F and freezer between 10° F and 20°F..... ☐
3. Seal off unused areas from air conditioned areas ..... ☐
4. Use a fan **or** space cooler to condition a small area instead of cooling the entire office ..... ☐
5. Institute a **policy** that ensures blinds and curtains are closed when sun is striking windows **or** use ceiling fans to reduce A/C load ..... ☐
6. Install **or** use plug load controllers for office equipment that switches equipment off after working hours ..... ☐
7. Institute a **policy** to turn off equipment when not in use..... ☐
8. If available, use the standby mode on equipment (e.g. energy saver buttons on copiers) ..... ☐
9. Maintain a policy that checks and adjusts, lighting control devices such as time clocks and photocells ..... ☐
10. Use "task" lighting with efficient bulbs rather than lighting an entire area ..... ☐
11. Rearrange **or** design workspace to take advantage of areas with natural sunlight ..... ☐
12. Maintain a **policy** to turn off lights when leaving and post reminders ..... ☐
13. Maintain a **policy** to clean lighting fixtures, diffusers and lamps (dirt can reduce lighting efficiency by up to 50%) ..... ☐
14. Replace flickering fluorescent tubes ..... ☐
15. Other: ..... ☐

## Comments

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If you have any notable green practices not mentioned or you checked “Other” in any of the above Sections, please explain here:

E.g. -- Employee Practices: Our computers all have a reminder note to shut down or stand-by when not in use.

# Water Conservation

See [hbws.org](http://hbws.org) for the  
Honolulu Board of Water

## G. Water Use Control

Section N/A ☐

YES

Implement at least three (3) measures within this section.

1. Install low flow, self-closing faucets, either infrared **or** spring-loaded ..... ☐
2. Check and maintain plumbing/irrigation periodically for leaks (water meter is a good indicator). ☐
3. Use dry floor cleaning methods and/or damp mopping, rather than hosing with water ..... ☐
4. Use a rain catchment system for irrigation or plumbing ..... ☐
5. Reduce water pressure to no higher than 70psi by installing pressure-reducing valves ..... ☐
6. Change window cleaning schedule from "periodic" to "as needed" ..... ☐
7. Adjust boiler and cooling tower blow-down rate to maintain TDS (total dissolved solids)  
at levels recommended by manufacturer ..... ☐
8. Replace water-cooled air conditioning units with air-cooled models ..... ☐
9. Install conductivity controller on cooling tower ..... ☐
10. Mulch all non-turf areas, preferably with recycled wood chips ..... ☐
11. Test how long it takes irrigation to permeate, then zone to create a minimum run time ..... ☐
12. Instead of one long run for irrigation, use repeat cycles with less time ..... ☐
13. Modify your existing irrigation system to include drip irrigation **or** soaker hoses ..... ☐
14. For sprinklers, use rain shut-off, evapo-transpiration, or moisture sensor devices ..... ☐
15. Replace water intensive turf with woodchips, mulch, loose stones **or** permeable pavers ..... ☐
16. If installing new turf, limit area and use drought tolerant species ..... ☐
17. Renovate landscape to include drought tolerant plants (xeriscaping or water efficient  
guidelines available from [www.hbws.org](http://www.hbws.org)). Info on Native plants:  
[state.hi.us/health/oeqc/garden/index.html](http://state.hi.us/health/oeqc/garden/index.html) ..... ☐
18. Use recycled content **or** eco-friendly astroturf ..... ☐
19. Hydrozone: Group plants with similar water/nutrient requirements together ..... ☐
20. For spraying, use high efficiency nozzles (less than 1.6 gpm) ..... ☐
21. Other: ..... ☐



## Comments

If you have any notable green practices not mentioned or you checked "Other" in any of the above Sections, please explain here:

E.g. -- Water Use Control: We use catchment water for cleaning.

## Pollution Prevention

### H. General Prevention

Section N/A ☐

YES

Implement at least three (3) measures within this section.

1. Buy recycled and low VOC paint products when available ..... ☐
2. Buy paper that is produced by a company with a commitment to environmental stewardship .... ☐
3. Replace aerosols with non-aerosol alternatives (such as pump sprays for fresheners/cleaners) .... ☐
4. Replace standard fluorescent lights with low **or** no mercury fluorescent lights ..... ☐
5. Use unbleached **or** chlorine-free paper products ..... ☐
6. Reuse or buy recycled/remanufactured toner cartridges ..... ☐
7. Use rechargeable batteries and appliances, such as hand-held vacuum cleaners and flashlights ☐
8. Use non-toxic water-based markers ..... ☐
9. Print promotional materials with soy **or** other low-VOC inks..... ☐
10. Do business with other "Green" vendors **or** services such as those listed in the  
Environmental Product Guide (printers, landscapers, etc. See:  
[hawaii.gov/dbedt/info/energy/resource/greenpurchasing/](http://hawaii.gov/dbedt/info/energy/resource/greenpurchasing/) or call 587-3802)..... ☐
11. Provide an employee/customer smoking area with proper disposal cans..... ☐

12. Establish a policy to police litter control..... ☐
13. Use natural **or** low emissions building materials, carpets, or furniture ..... ☐
14. Stock/sell products, which are less toxic **or** less polluting than conventional products ..... ☐
15. Other: ..... ☐

## I. Wastewater and Runoff

Section N/A ☐

YES

Implement at least two (2) measures within this section.

1. Label all storm drains with a message such as "No dumping – Protect our Bay and Ocean" ..... ☐
2. Divert run-off water away from storm drains and into a sewer drain ..... ☐
3. Use an oil/water separator, bucket and rags rather than continuous spray ..... ☐
3. Clean parking lots to contain dirty water and avoid runoff ..... ☐
4. Post signs at trouble spots (e.g., loading docks or dumpster areas) describing proper practices ... ☐
5. Keep a spill kit handy to catch/collect spills from leaking vehicles, train on spill prevention,  
**or** develop a spill plan ..... ☐
6. Use ground cover **or** a barrier to prevent soil from washing into storm drains ..... ☐
7. Store deliveries and supplies under a roof..... ☐
8. Supply outdoor smoking areas with an ashtray **or** cigarette can..... ☐
9. Provide receptacles for litter and debris control near building entrances..... ☐
10. Other: ..... ☐

## J. Emissions Reduction

Section N/A ☐

Implement at least two (2) measures within this section.

1. Encourage commuter alternatives by informing employees, customers and others about  
transportation options..... ☐
2. Post bicycle route maps, transit schedules, **or** commuter ride sign-ups in a visible area for  
employees..... ☐
3. Offer telecommuting opportunities **or** flexible schedules so workers can avoid heavy traffic  
commutes..... ☐

4. Provide bus or mass transit passes at company expense ..... ☐
5. Offer lockers and showers for employees who walk, jog **or** bicycle to work. Provide your own, or subsidize the cost of locker rentals and shower passes at a nearby health club ..... ☐
6. Encourage bicycling to work by offering rebates on bicycles bought for commuting, **or** provide employees a stipend or subsidy for bicycle maintenance ..... ☐
7. Offer secure areas for bicycle storage ..... ☐
8. When possible, arrange for a single vendor who makes deliveries for several items..... ☐
9. Patronize services close to your business and encourage employees to do the same ..... ☐
10. Provide bicycle parking for customers ..... ☐
11. Enroll in a car sharing program for company business ..... ☐
12. Carefully plan delivery routes and errands to eliminate unnecessary trips ..... ☐
13. Use or establish a procurement policy for low-emission company cars ..... ☐
14. Purchase carbon dioxide offsets for your vehicle ..... ☐
15. Have a bike kit for employees who may have bicycle emergencies..... ☐
16. Reserve car/van pool parking spaces ..... ☐
17. Provide a commuter van. See Vanpool Hawaii at [vanpoolhawaii.com/vanpool/index.htm](http://vanpoolhawaii.com/vanpool/index.htm) or call 596-VANS ..... ☐
18. Offer a shuttle service to and from bus, train and/or ferry ..... ☐
19. Offer electric vehicle recharge ports for visitors and employees' electric vehicles ..... ☐
20. Encourage/allow employees to work from home ..... ☐
21. Other: ..... ☐

## Comments

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If you have any notable green practices not mentioned or you checked "Other" in any of the above Sections, please explain here:

E.g. -- General Prevention: We purchase non-hazardous material in bulk to reduce waste containers.



# DBEDT

THE DEPARTMENT OF BUSINESS, ECONOMIC DEVELOPMENT & TOURISM  
STATE OF HAWAII



I ACKNOWLEDGE THAT:

1. OUR BUSINESS COMPLIES WITH ALL FEDERAL, STATE AND CITY PERMITS AND LAWS.
2. ALL THE MEASURES CHECK MARKED ON THIS CHECKLIST ARE IMPLEMENTED BY OUR BUSINESS.
3. ALL THE INFORMATION CONTAINED HEREIN AND INFORMATION ATTACHED TO THIS APPLICATION IS TRUE AND CORRECT.
4. ANY QUESTIONS REGARDING THE ABOVE PROVISIONS OR CHECKLIST MAY BE DIRECTED TO [gsuzuki@dbedt.hawaii.gov](mailto:gsuzuki@dbedt.hawaii.gov) or [thiramoto@doh.hawaii.gov](mailto:thiramoto@doh.hawaii.gov).

NAME OF BUSINESS REPRESENTATIVE:

BUSINESS NAME:

BUSINESS ADDRESS:

PHONE/FAX:

EMAIL:

POSITION OF BUSINESS REPRESENTATIVE:

SIGNATURE OF BUSINESS REPRESENTATIVE:

DATE:



*The HGBP logo may only be used by recognized businesses and by the State of Hawaii.*

# Resources

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## Bus

[thebus.org](http://thebus.org) (Oahu)  
[co.hawaii.hi.us/mass\\_transit/heleonbus.html](http://co.hawaii.hi.us/mass_transit/heleonbus.html) (Big Island)  
[co.maui.hi.us/bus/](http://co.maui.hi.us/bus/) (Maui)  
[kauai.gov/Government/Departments/TransportationAgency/BusSchedules/tabid/208/Default.aspx](http://kauai.gov/Government/Departments/TransportationAgency/BusSchedules/tabid/208/Default.aspx) (Kauai)

## Electronic Product Environmental Assessment Tool (EPEAT)

[epeat.net](http://epeat.net)

## Energy Star

[energystar.gov](http://energystar.gov)

## Environmental Protection Agency (EPA) – Pollution Prevention

[epa.gov/opptintr/p2home](http://epa.gov/opptintr/p2home)

## Department of Business, Economic Development & Tourism (DBEDT), State of Hawaii

[hawaii.gov/dbedt](http://hawaii.gov/dbedt)

## Department of Health (DOH), State of Hawaii

[hawaii.gov/health](http://hawaii.gov/health)  
[hawaii.gov/health/environmental/waste/sw/wastemin.html](http://hawaii.gov/health/environmental/waste/sw/wastemin.html) (Pollution Prevention)

## Hawaiian Electric

[heco.com](http://heco.com) (Oahu)  
[helcohi.com](http://helcohi.com) (Big Island)  
[mauielectric.com](http://mauielectric.com) (Maui, Lanai and Molokai)  
[kiuc.coop](http://kiuc.coop) (Kauai)

## Recycling

[opala.org](http://opala.org) or [envhonorolulu.org](http://envhonorolulu.org) (Oahu)  
[recyclehawaii.org](http://recyclehawaii.org) (Big Island)  
[co.maui.hi.us/departments/EnvironmentalMgt/Recycle/index.htm](http://co.maui.hi.us/departments/EnvironmentalMgt/Recycle/index.htm) (Maui)  
[kauai.gov/Government/Departments/PublicWorks/RecyclingPrograms/tabid/68/Default.aspx](http://kauai.gov/Government/Departments/PublicWorks/RecyclingPrograms/tabid/68/Default.aspx) (Kauai)

## Re-use

[baseyard.com](http://baseyard.com) or [reusehawaii.org](http://reusehawaii.org) (Oahu)  
[hiloarc.org](http://hiloarc.org) (Big Island)  
[alohashares.org](http://alohashares.org) (Maui)  
[kauaihabitat.org/subcat.php?sub\\_cat\\_id=9](http://kauaihabitat.org/subcat.php?sub_cat_id=9) (Kauai)

## United States Green Building Council (USGBC)

[usgbc.org](http://usgbc.org)

## Vanpool Hawaii

[vanpoolhawaii.com](http://vanpoolhawaii.com)

## Water Supply

[hbws.org](http://hbws.org) (Oahu)  
[hawaiidws.org](http://hawaiidws.org) (Big Island)  
[mauiwater.org](http://mauiwater.org) (Maui)  
[kauaiwater.org](http://kauaiwater.org) (Kauai)